

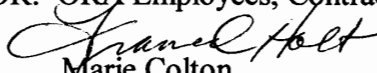


UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL ENVIRONMENTAL SATELLITE, DATA
AND INFORMATION SERVICE
Suitland, Maryland 20746-4304

January 2, 2004 E/RA2:TME

MEMORANDUM FOR: ORA Employees, Contractors, and Visiting Scientists

FROM:


Marie Colton
Director, ORA

SUBJECT:

Procedures for Accountable Property

Management has made property accountability a high priority. ORA has just finished its FY 2003 Physical Inventory. I have revised ORA's property procedures and taken steps to improve the record keeping and accountability process. The attached procedures will be implemented immediately in the Office of Research and Applications. Also attached is a table to be completed by you listing all government property in your possession at the office and at home. Please return this table to your Property Contact by January 12, 2004. If you have any questions, you can contact Tina East, 301-763-8078.

Attachments



**Official Property Inventory Policy and Procedures for the
Office of Research and Applications (ORA)**

PURPOSE: To establish a policy on the control and inventory of accountable property for the Office of Research and Applications.

BACKGROUND: There must be accountability for all computer equipment and/or accountable property, whether it is excess property, lost property, stolen property, or property that is in use. Some of ORA's equipment cannot be accounted for because of inadequacies in the inventory tracking system which we now have in place.

POLICY: ORA managers and employees will take an active role in ensuring that all property purchased and transferred to ORA be properly inventoried and managed.

PROCEDURES:

Managers will

1. Ensure that all accountable property in their respective areas is maintained in the Personal Property System (PSS).
2. Ensure that property is fully utilized, safeguarded from misuse or theft, and that unneeded personal property is promptly reported for reutilization, redistribution, or disposal.
3. Ensure that survey reports for lost, damaged, or destroyed personal property are promptly prepared and documented.
4. Advise employees of their responsibilities for Government property and enforce procedures.
5. Appoint a "Property Contact" in their office to perform duties as stated below and oversee said duties.

Property Contacts will

1. Maintain current custodial records for all accountable property within their assigned areas.
2. Affix bar code labels on accountable property.
3. Initiate or process appropriate documents affecting the accountability and custody of personal property.
4. Prepare and obtain signatures on a NOAA Form 37-40 "Personal Custody Property Record/Hand Receipt" and Optional Form 7 "Property Pass" for all equipment to be removed from an office or workstation (for either short or long term loan). The original of the NOAA Form 37-40 shall be retained by the Property Contact. Upon return of the specified property to the office, the Property Contact shall acknowledge the return by signature and date. Until such acknowledgment, the person borrowing the property shall be responsible for its security and well being.
5. Assist with employee clearance procedures to ensure that all assigned property is accounted for.
6. Conduct physical inventory once per year as required by NOAA Property.
7. Conduct monthly property reviews to ensure all accountable property is being reported.
8. The Property Contact serves as the primary liaison between the Property Custodian and the NOAA Property Team.

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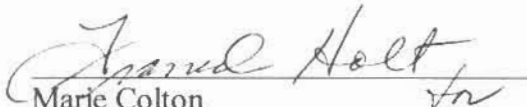
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Employees will

1. Ensure the proper use, care, and protection of all government property in their possession, custody, or control.
2. Ensure that government property in their possession, custody, or control is used only for Government purposes and not for personal or private use.
3. Report immediately to the Property Contact any government property to be surplus, any change in location or property, or any property out of service or missing. A detailed database will be kept by the Property Contact to reflect any property changes.
4. Not dispose of any accountable property. They will notify the Property Contact and the necessary procedures will be followed.
5. Notify the Property Contact of any new accountable property they purchase for preparation of the appropriate property forms.
6. Sign CD-509 in remarks section upon obtaining equipment.

EFFECTIVE DATE: December 16, 2003


Marie Colton
Property Accountability Officer

12/23/03
Date

Please note: Property accountability is an important issue. Each individual is held accountable for their property. If missing property becomes an issue, we will have to limit our purchases in the future.

Please complete the information in the attached table for all property in your possession. This includes property at the office and at your home. You are responsible for notifying your Property Contact person each time you purchase, surplus, relocate, repair, etc. any equipment. You will personally be held accountable for all your equipment so it is important to keep the database up-to-date. After you complete the attached table, please return it to your Property Contact.

	A	B	C	D	E	F	G	H
1								
2								
3	Name:						Date:	
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7	Bar Code	Item - Description	Serial Number	Model	Manufacturer	Location	Acquisition Date	Cost
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